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ABSTRACT

This training manual provides step-by-step procedures for organizing a Permanent Voter Registration Committee (PVRC), whose purpose is to register youths who find the usual voter registration fraught with obstacles and confusing. Numerous tips and suggestions to consider in running a high school and community campaign are offered. Registration is aimed at the broadest group of young people, who for the most part are not attending college, since previous registration drives have emphasized the college population sector. The structure of the six member PVRC is described, made up of the student body president, representatives from the sophomore, junior, and senior classes, the social studies department chairman, and a designate of the teachers' union. Members of this Permanent Committee designate other committees on research, volunteers, publicity, finance, and advising, the duties of which are described. An outline registration timetable from January up to the September deadline is provided. Information is presented on registration and voting, questionnaires, and annual political data. Appendices include brief information on how to develop a Registration Campaign Calendar, to canvass, and to advise. (SJM)

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Mobilizing the Youth Vote

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A GUIDE TO GRASSROOTS VOTER REGISTRATION

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A DEMAND FOR ACTION

A new constituency has been created in America as a result of the recently enacted 26th Constitutional Amendment lowering the voting age to eighteen. An estimated 11.5 million young people between the ages of eighteen and twenty-one are now legally entitled to have a voice in the 1972 Presidential election and in choosing their representatives to Congress, state legislature, and local government offices. Those between the ages of eighteen and twenty-five (who did not vote in the 1968 Presidential election) make up a potential 18 percent of the electorate, and their participation can have a great impact in the political life of the nation.

Yet there is no guarantee that young people will use their new voting rights. In many states and cities, registration of the newly enfranchized voters has been impeded by moods of apathy or disenchantment in the student community, the inconvenience of registration procedures, confusing residency requirements, or unresponsive public officials. How well these obstacles are overcome will depend on the organizational know-how, committment and resources that can be mobilized to do the job, and on the issues raised to motevate high participation.

The cause of registering high school students in New Jersey has been furthered by a far sighted State Department of Education and many local school officials. The Multi-District Institute for Political Education, a broadly conceived education and internship project in the social and political sciences in a number of New Jersey high schools and colleges, was given a special charge to help establish in each high school, both public and private, a Permanent Voter Registration Committee.

This manual has been prepared to help high school students and young people register their peers. To date, much of the interest and activity in youth registration has been focused on one sector of the nation's youth population- a minority at that: the college student, especially those at the larger, four year colleges. Of the 11.5 million people between the ages of eighteen and twenty-one only approximately four million are enrolled in institutions of higher learning. The rest are at work in the nation's factories and offices, are in high

ED 067342

schools of vocational schools, are members of the Armed Forces, are housewives, or are looking for jobs.

Just as there is a silent majority, a real majority, or a middle America in our general population, there is also such a group among our youth. These "invisible youth" have not attracted the attention of the media, or of social agencies, or of those in political life who are searching for a potential voting bloc. Yet in many respects, their involvement in the process of democracy needs and deserves more encouragement than that of their college age mates. They are generally less socially motivated and informed than college youth, and consequently are less likely to register, to vote, and to otherwise participate on their own.

Young people with some college vote in about the same proportions as their elders (74%) while only 33% of those with no college actually voted. The merit of a permanent and comprehensive voter registration and voter education program is that it reaches the broadest group of young people. The success of this goal is hinged on the devotion and work put forth by those who beleive that we must make democracy work for everyone.

This is not intended as a complete manual, but as a series of tips and suggestions to consider in running a high school (and community) campaign. The manual will be added to from time to time. A revision is already in progress. Registration and political education projects can be as varied and as intensive as you have the manpower and ability to handle. If you are interested, you can get additional help in organizing your projects by contacting the Multi-District Institute for Political Education, Box 426, Woodbury-Glassboro Road, Pitman, New Jersey 08071 or any of the other groups mentioned in the context of this manual

THE PERMANENT VOTER REGISTRATION COMMITTEE (PVRC)

In order to conduct a voter registration-voter education effort in a high school, or anywhere else, you need an organization that can delegate responsibilities. There are many ways to provide a good base for an effective high school registration program in New Jersey. The Multi-District Institute for Political Education suggests that the high schools which we have come in contact with follow a system which will guarantee a permanent and a comprehensive registration of eligible students.

The best way to make sure your effort is permanent is to educate younger students to the purpose of the program. Make sure you include sophomores and juniors on each committee. You should also have a teacher serve as a member of the Committee. He will probably be in your school longer than any one student and can make sure the Committee begins operation each September, in case PVRC students have moved or changed schools. A permanent Voter Registration Committee is one which is the most stable in its organization.

All groups in the school, or the community, must be considered in conducting a comprehensive voter registration-education project. Ethnic or racial groups must not be excluded from any drive. The same consideration must be given to those students who are in the vocational programs, the commercial programs or the general programs of your high school. If the Committee ignores the normal divisions of the school, it jeorpardizes the continuation of these electoral activities for everyone. Registration is a neutral function. Until registration is done by other means, any attempt to expand the number of those who can participate in and change our political processes, must aim at a broad based orientation. Partisan politics should be left to the separate groups who are concerned directly with partisan politics. There is no reason why various partisan groups shouldn't participate on the Committee, in fact the reverse is true. The purpose of the Committee is to make sure everyone can vote and help those who can know what the problems and issues are.

The Model PVRC is made up of:

A. The president of the student body or his representative
B. A representative of the sophomore, junior and senior classes, selected by the class advisor and approved by class officers
C. The chairman of the social studies department or a

designate

D. A designate of the teachers' union or association

A Committee constructed in this way is small (six people) and can be fairly certain of continuing from one year to the next. The successful operation of the Committee demands that the students develop the necessary ideas and techniques. The members of the Permanent Committee can designate the following ad hoc committees which will be needed for the registration or get-out-the-vote drive: Research Committee, Volunteer Committee, Publicity Committee, and Finance Committee.

THE AD HOC COMMITTEES

The Research Committee has the purpose of accumulating the necessary information for registration drive assemblies, surveys or political analyses. The head of this committee is appointed by the Permanent Committee and selects the number of members he feels is needed (usually two or three persons). The head of this committee can be a member of the Permanent Committee (as is the case for all the ad hoc committees). The duties of the Research Committee are:

-Get the facts about voter registration procedures in your county
-Disseminate these facts to other PVRC members.
-Identify the unregistered voters by means of a survey or records check.
-Identify the election dates and candidates running for office
-Where necessary, obtain maps, target areas, changes in election districts and other data relevant to a community registration project (if this is deemed a purpose of your committee).
-Obtain a permanent campaign headquarters (room, office, filing cabinet in a classroom, etc.)

The Volunteer Committee is probably the most important committee and demands the most organization. It can be appointed in the same way as the Research Committee. A successful drive will take a large list of individuals who can be called upon. Don't expect everyone to be able to help on any one day. Figure out what percentage of your list of volunteers will be able to show when needed (usually one-fifth to one-third). Be sure you attempt to use the existing organizations in your school. It will save time and also bring together people for a common purpose. Use the student government and class government organizations. The

duties of the Volunteer Committee will be to:

-Compile a list of volunteers by passing out sign up sheets in home rooms or at tables, or by asking school organizations to contribute members. As the drive develops, keep file cards on volunteers with name, phone, class,home room, special skills and a record of his service to the committee. (see appendix)
-Brief the volunteers as to the purpose of voter registration and basic electoral participation. make sure that you use the material produced by the Research Committee.
-Give assignments to volunteers clearly--it might be advisable to write assignments on a card and hand it to the volunteer, checking to see if there are any questions or problems.
-Organize volunteers for community political parties or organizations if your PVRC chooses to do so.
-Provide something for the volunteers in return for their work--a party, an award, a notice in the newspaper. Above all, they must be given a sense of recognition for their work.

The Publicity Committee will be formed like the other committees. Make sure that the persons serving on this committee have a special expertise in writing, art work, speaking and the like. The job is more than public relations, it is public education and must be looked at in this way. The duties of the committee are to:

-Make preliminary contacts with the media to faciltate promotion of the voter participation campaign.
-Decide on appropriate publicity tactics, such as posters, ads, public service announcements, news stories, etc.
-Prepare such necessary materials as handouts, news releases, spot announcements.
-Organize poster contests, debates or discussions. A Hyde Park debate in the lunch room or commons may attract attention and stimulate excitment over the purposes of registration and electoral participation. Raise those issues which are felt not only by young people but by adults in the community as well: jobs, decent education, a clean environment, integration, a just and lasting peace. That way you can help create understanding and a sense of hope about building an educated majority for social change. Be sure to shape

the issues to the campaigns at hand.

The Finance Committee is probably the most neglected. It is necessary to establish a secure financial base so that you can plan and carry out what you want to do. If you cannot accumulate the materials necessary for a registration drive, it is not going to be very effective. Included in the appendix is a sample finance form. Of course, you must develop your own system. Don't hesitate to seek the advice of business students. They may be able to help as part of a class project. The duties of the Finance Committee are to.

-Outline and execute fund raising strategies like showing movies, washing cars, rock concerts, etc.
-Solicit donations
-Allocate funds to other Ad Hoc committees.

This is a suggestion for a Permanent Voter Registration Committee and its four ad hoc committees. You might also want to add a fifth ad hoc committee for the purpose of developing relationships with community registration and participation organizations. The Permanent Committee itself may wish to coordinate this community outreach program. Many schools in New Jersey see such programs, when conducted within strict educational context, as valid in gaining high school credit under the new educational mandates to this effect.

AN ADVISORY COMMITTEE

Some schools, especially those involved in their community, may wish to establish an Advisory Committee to the Permanent Voter Registration Committee. This committee would only act in support of the PVRC and not act as a board of directors. They would provide information, literature, speakers and organizational skills for the projects in which the PVRC involves itself. The Advisory Committee is especially valuable if there are any plans for community registration. This supportive committee will function best if it is formed after the PVRC is firmly established. The suggested organizations and people to be represented in this advisory capacity would be:

A. The Democratic municiple chairman or a representative.
B. The Republican municiple chairman or a representative.
C. A representative of the Board of Education.
D. A representative of the League of Women Voters.

E. A representative of Labor Unions.
F. A representative of Chamber of Commerce or Jaycees.
G. A representative of Local Government.
H. Representatives of Ethnic Organizations.
I. The Principal of the high school.

With such a pool of organizations you will have informational access to most sectors of your community. It might be a good idea to set aside one or two days during the year when the Advisory Committee meets as a group with the PVRC. At such meetings a discussion of community resources for school assemblies and classes might be discussed, along with projects for which the high school students could supply volunteers.

REMEMBER THESE THINGS

-The PVRC and its ad hoc committees should have designated meeting dates, times and places.

-A central information board should be set up in the school.

-A central file of volunteers and eligible and registered voters should be maintained.

-Publicize your activities. The local newspapers, radio and television stations will be happy to say something good about your school for a change.

-Make sure the students in your school know where and how to register and vote.

-Keep the Board of Elections informed of your activities. They will appriciate your interest in their function.

-APPLY FOR ON-SITE REGISTRATION AT YOUR SCHOOL AT LEAST TWO WEEKS BEFORE IT IS NEEDED.

-MAKE SURE THAT EVERYONE WHO IS REGISTERED VOTES ON ELECTION DAY.

-MAKE SURE YOU PLAN EARLY TO REGISTER ALL SENIORS BEFORE THEY GRADUATE.

By doing the above in a concerted way, a permanent voter

participation project will be on its way to efficient and successful operation in your school. You will find that time will be a great teacher for students, faculty and administration. You will also be training next year's student leaders and faculty organizers. Only by this kind of cooperative participation in our political processes can we help Make Democracy Work.

January 20-21

(1st Organizational Meeting (for Phase I Schools))

A. Meeting should include designated representatives (see Committee make-up notes)

B. Agree on Chairman - he will be responsible for keeping check on progress of Committee and calling all emergency meetings.

C. Make survey of eligible students (see special notes on this). Analyze and file. Bring this information to Workshops.

D. Set up tentative Publicity and Research Committees.

E. Select the individuals who will attend the Regional Workshops. Select one person who will speak for the group.

January 27-28

The Regional Workshop will discuss the nuts and bolts of conducting voter registration and provide a platform for discussing the problems of non-partisan electoral work.

January 31

The Publicity Committee should send out releases on the Regional Workshop and the activities in the school i.e. Radio, T.V., Newspapers and organizational Bulletins and Newsletters.

JANUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20 1st organizational meeting. Plan to make survey of students on Monday	21	22
24	25	26	27 South Jersey Regional Workshop E.I.C. 9:30 A.M.	28 Central & North Jersey Regional Workshop - Rutgers Univ. - Labor Ed. Center - 9:30 A.M. Bring survey results & Special problems	29
31 Publicity Committee Press Release					

February 1 and 8

School Board elections are always held on these dates (1st and 2nd Tuesday of February).

Registration deadlines are in late December.

February 4

By this date, the Committee should have a meeting in which the working subcommittees are given duties:

Publicity
Research
Volunteer
Finance

A letter should be drafted and sent to prospective Advisory Board members.

Discuss the desire to do school and community Registration. Look at your resources and develop questions for the Advisory Board.

February 18

By February 18 the working subcommittees should meet to develop their own plan. Reports should be developed for next organizational meeting.

SUNDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 School Board Elections for Regional Districts	2	3	4 By this date 2nd Organization meeting. Establish working committees. Begin contacting Advisory Board. (Discuss desire for Community Involvement)	5
7	8 School Board Elections - Non-Regional Districts	9 Working Committee	10	11	12
14	15	16 Meetings	17	18	19
21	22	23	24	25	26
28					

March 3rd

A. A method for committee reports and circulation of information should be organized.

B. The Advisory Committee should meet for a short time with the Permanent Committee. Ask their advice on community registration and helpful organizational techniques.

C. Set a date for the registration drive.

D. Plan your program for the period up until registration deadline. Develop a tentative plan for the get-out-the-vote drive.

March 24th

Before this day, the regional workshops will be held. Permanent Committee members who attended the January workshops should be expected to help conduct the session which will be held in their area.

March 28th

Publicity committee should issue a press release to the Newspapers, Radio, T.V., Newsletters and organizations. The Regional workshops will help with this.

	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 Organizational Mtg. 1. Working Committee Reports 2. Program Planning 3. Set dates for Registration drive 4. Advisory Committee	4
6	7	8	9 Working Committees Meet (develop & systematize Research & Volunteer plans, plan for workshops)	10	11
13	14	15	16 Regional _____	17	18
20 County Boards of Elections have appointed their District Members	21	22	23 Workshops _____	24	25
27	28 Publicity Committee Press, Release Posters, etc.	29	30	31	

April 7th

A. The volunteer committee should have met by this date.

B. The permanent committee should always be in close contact with the volunteer committee.

April 14th

A. The publicity and volunteer committees should be in operation by this date.

B. The publicity and volunteer committees should be prepared to contact and register students no later than this date, until the last day of registration.

April 19th - 27th

A. Your registration dates should be set sometime during this two-week period.

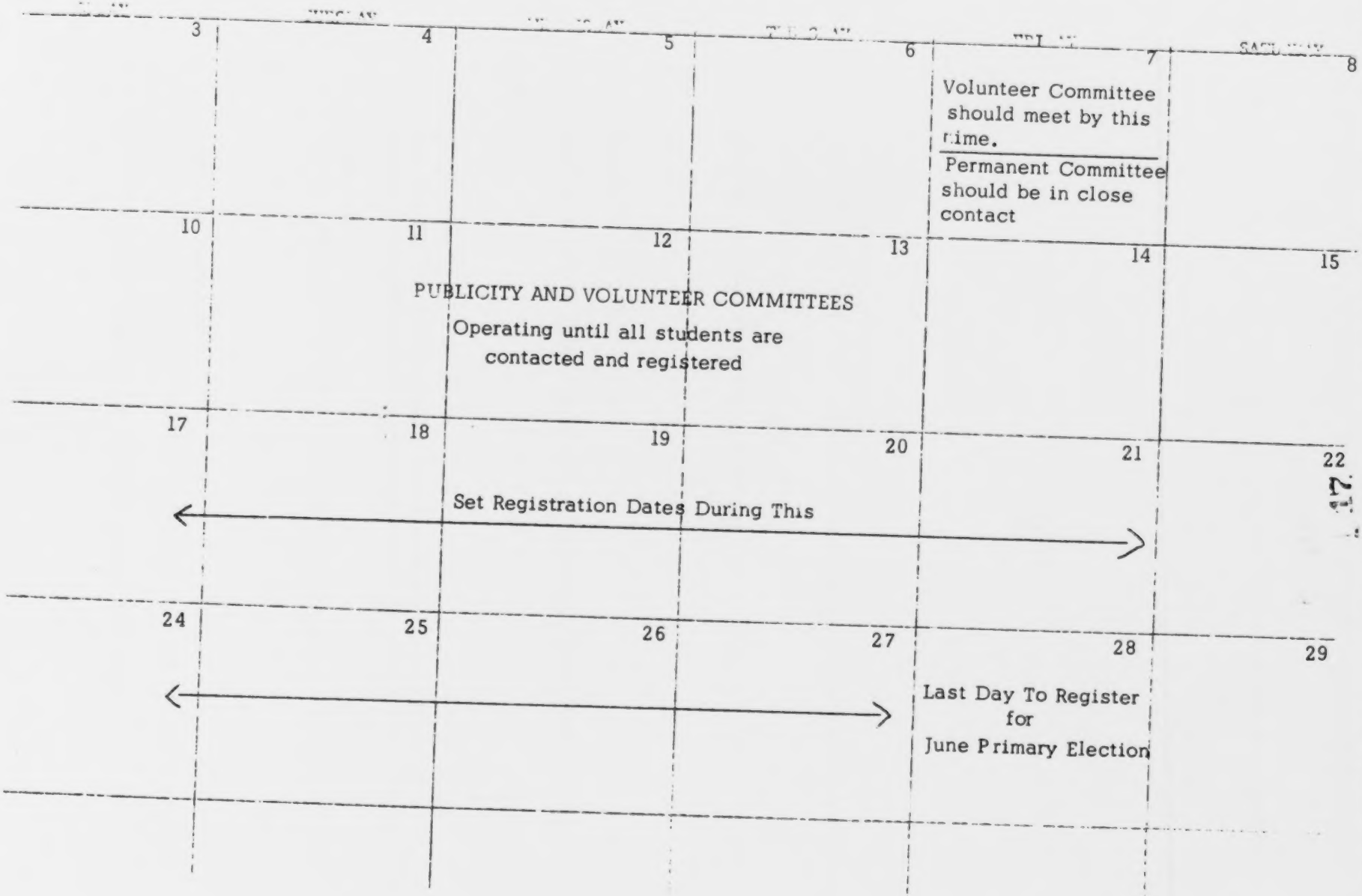
B. Remember the DEADLINE!!

April 28th

A. This is the last day to register for the June Primary Elections.

B. Registration ends at 8:00 P.M. on this day.

C. Although this is the last day for registering for the primaries, registration for the fall elections remains open.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Volunteer Committee should meet by this time.
Permanent Committee should be in close contact
10
11
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14
15
PUBLICITY AND VOLUNTEER COMMITTEES
Operating until all students are contacted and registered
17
18
19
20
21
22
Set Registration Dates During This
24
25
26
27
28
29
Last Day To Register for June Primary Election

May 5th

A. An organizational meeting should be scheduled no later than this date.

B. At this meeting duties should be assigned and the survey should be mailed out to the party slates.

C. This is the latest that the Board of Elections should be contacted about getting a voting machine.

D. The plan for an assembly on the primary should be finalized by this date. Do not forget to involve both parties in the program.

May 12th

A. The volunteer and publicity committees should meet by this date and plan for getting the students to the polls on election day should also be finalized. If needed, the arrangements for buses must be made early.

May 15-26

A. During this period should be planned all the candidates debates, assemblies or after school meetings.

B. Make sure that the information on the candidates found in the Questionnaire and by the Research Committee are posted or distributed to eligible students.

C. The Publicity Committee should develop attractive and effective techniques to educate students as to what the major campaign interests are.

May 30th

This is the last day to apply for Absentee Ballotts for the JUNE 6 Primary. See the special application form in the Appendix.

SUNDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 Organizational Meeting 1. Mail out survey to party states. 2. Contact Board of Elections about Voting Machines 3. Plan for Assembly on Primary Elections (Both Parties)	6
8	9	10	11	12 Volunteer & Publicity Committee Meetings Set plan for getting students to the Polls on election day	13
15	16	17	18	19 Assemblies or Primary Education Meetings	20
22	23	24	25	26	27
29	30 DEADLINE for ABSENTEE VOTE APPLICATION	31			

June 2nd

A. By this date all the Committees should have had their final meeting for the get-out-the-vote drive for JUNE 6TH.

B. Arrangements have been made for getting students to polls.

C. Those students who are to be challengers and poll watchers should receive a final briefing.

D. If any groups have been working for specific party slates, they should be incorporated into any activity you plan for Election Day. Don't step on each others toes.

June 6th

This is the working day. If everything doesn't come off as planned make sure you know why.

Plan a party or group meeting at the end of the day for all those who have helped. You might cooperate with the party slates and community organizations for this purpose. Make sure everyone who helped is thanked, with special notice to those who really exerted themselves.

June 7th

Plan for next September.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 POSTERS, RADIO & OTHER ADVERTISEMENTS	2 Organizational Meeting - make sure you get every one to the polls on TUESDAY	3
5	6 PRIMARY ELECTION DAY	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	

21

September 8th

By this time you should have your first Organizational meeting for the year. Plan the yearly survey according to the upcoming elections. Plan to register those (hopefully few) students who weren't registered last Spring.

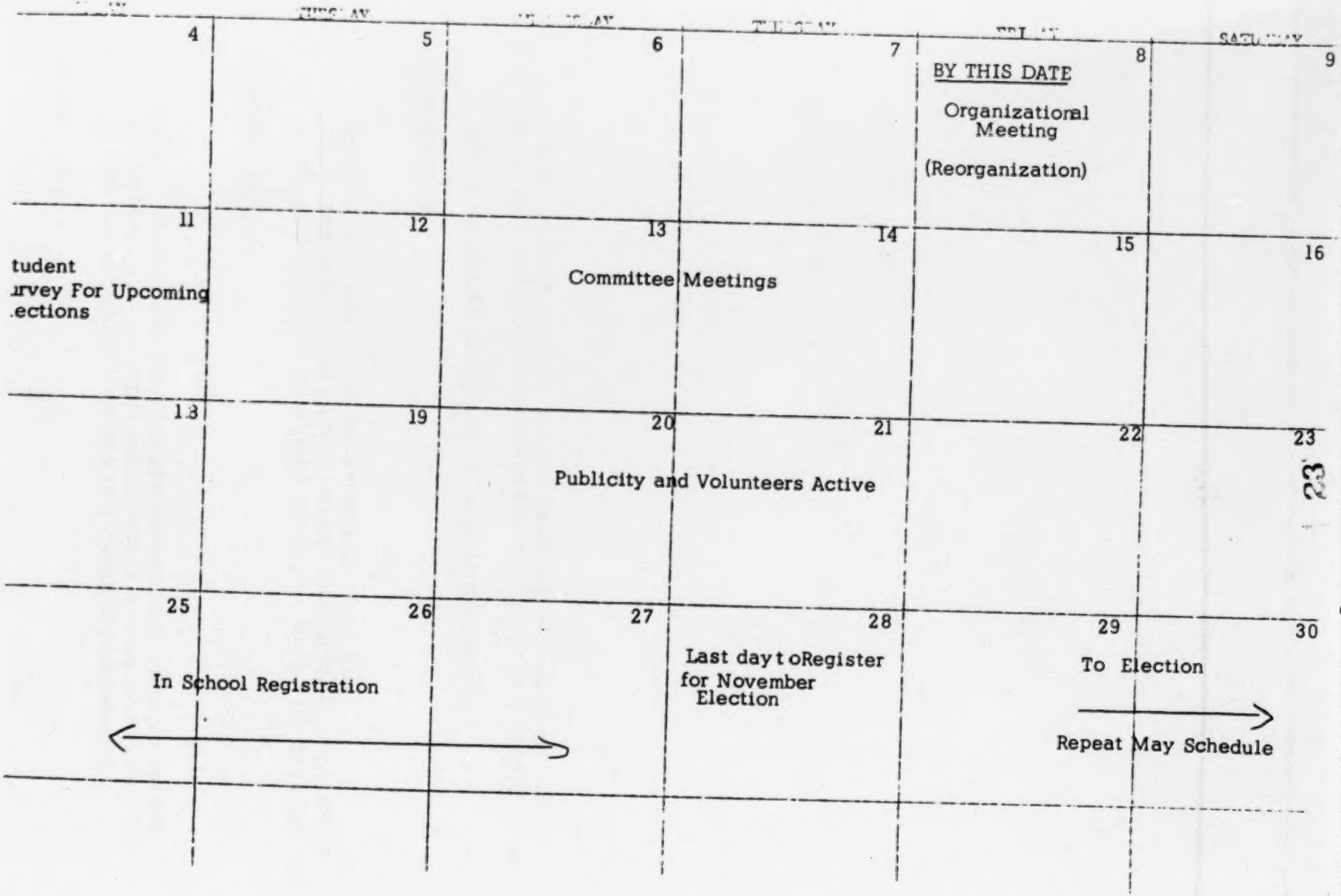
September 15th

By this date the ad hoc committees should have met for the September 28th registration deadline and for the Voter Education plan for the November election. This will be your biggest activity of the year.

September 28th

This is the last day to register for the November Election.

After this date you should organize your Committees in the same way as you did for the primaries. The only thing different will be the issues.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BY THIS DATE
Organizational Meeting
(Reorganization)
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urvey For Upcoming
ections
Committee Meetings
18
19
20
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22
23
Publicity and Volunteers Active
25
26
27
28
29
30
In School Registration
Last day to Register for November Election
To Election
Repeat May Schedule

TITLE 19 ELECTIONS

Article 2. REGISTRATION AND TRANSFERS

19:31-5. Persons entitled to register; registration permanent; inactive file; reregistration. Each person, who at the time he applies for registration resides in the district in which he expects to vote, who will be of the age of 18 years or more at the next ensuing general election, who is a citizen of the United States, and who, if he continues to reside in the district until the next general election, will at the time have fulfilled all the requirements as to length of residence to qualify him as a legal voter, shall, unless otherwise disqualified, be entitled to be registered in such district; and when once registered shall not be required to register again in such district as long as he resides therein, except when required to do so by the commissioner, because of the loss of or some defect in his registration record.

The registrant, when registered as provided in this Title, shall be eligible to vote at any election to be held subsequent to such registration, if he shall be a citizen of the United States of the age of 18 years and shall have been a resident of the State for at least 6 months and of the county at least 40 days, when the same is held, subject to any change in his qualifications which may later disqualify him; but if such registrant does not vote at any election during 4 consecutive years his original and duplicate permanent registration and record of voting forms shall be removed to the inactive file and he shall be required to reregister before being allowed to vote at any subsequent election.

Subtitle 1.-ANY ELECTION.

Chapter 1. DEFINITION AND APPLICATION

"GENERAL ELECTION" means the annual election to be held on the first Tuesday after the first Monday in November.

USING THE ELIGIBLE STUDENT SURVEY FORM

The purpose of the voter registration questionnaire is to provide a means by which you can see your progress, focus your activities for registration activities and election day. To register a person you must know who he is. Once he registers you know who you must get to vote.

The Questionnaire should be distributed and collected in the home rooms. (Where this is not possible select a time and go to each class.) It takes only a few minutes to finish. To make sure that it gets done properly, it would probably be best to have the class representatives organized to do this. It will also get persons involved who will be needed during the drives at registration and voting times. Spread the duties but make sure they get done. Have a check list of the homerooms to make sure they return their survey forms. It should be filed right away so your plans can be made.

You must start out with two files, those who have indicated that they are already registered and those who are not. Both should be filed according to their homeroom so that you will know where a certain person is during at least one period out of the day.

Within the unregistered file one should also separate out those who will be eligible for each of the upcoming elections. For example, those who will be eligible for the school board elections in February will be at the front of the file, the next section will include those who will be eligible for the June primaries and the last section will include all those who will be eligible for the November elections. The goal of your committee is to empty each one of the sections as the elections come due so that by the end of the Spring semester your unregistered file will be empty and the registered file will be full.

You must also plan your strategy for the following Fall, at least in a general way, before you leave for the summer.

If you decide to involve the committee in community activities then you will have to modify your technique for establishing who is and is not registered. The section on community registration will help you with these questions. But always remember - make sure you are organized in your school before you do anything else. If you are, your outside activities will be more beneficial to the community. If you can't organize yourself then you are probably not going to help anyone else that much either. You are not an organization autonomous to the school, for this committee the school is your base.

MULTI-DISTRICT INSTITUTE FOR POLITICAL EDUCATION

Voter Registration Questionnaire

Name _____ H.R._____

H.R. Teacher _____ Will you volunteer to help register and educate others?

Yes ___ No ___

Birthdate _____
(Month) (Day) (Year)

Phone _____ Address _____

_____

Please Answer Yes or No

1. Have you registered yet (if 18)? . . . . . _____

2. Will you be 18 by February 8, 1972? . . . . . _____

3. Will you be 18 by June 6, 1972? . . . . . _____

4. Will you be 18 by November 8, 1972? . . . . . _____

YEARLY POLITICAL FACTS FORM

At the beginning of each year, the committee should receive from its research committee a list of all elections which will occur during the school year. It should include the dates and registration deadlines so that your calendars can be approximated. Also included should be a list of any changes in the election laws or the redrawing of local or state coundaries for elective office. Have there been any changes in the voting sites? The list of present office holders should be updated to account for deaths, resignations and appointments. For each election a space should be left where the names of the candidates can be added as they declare.

Changes in:

Voting Locations

Registration Requirements and Title 19

Redistricting which effect your area

Election Dates:

1. Election Calendar
    a. Registration Deadline
    b. Offices to be contested
        (1) Democrats filing for each contest
        (2) Republicans filing for each contest
        (3) Independents filing for each contest

        (On each candidate it should be noted if he has returned the candidate questionnaire)

2. Same as above for 2nd Election

CANDIDATES QUESTIONNAIRE

Name_____ Telephone _____

Address _____

Where you may be contacted _____

Occupation _____ Employed by _____

Education _____

_____

National, State and Community Associations, Clubs, etc. _____

_____

_____

Marital Status _____ Spouses Name _____

Childrens' Names _____

Your Age _____ Personal Interests _____

Your Qualifications for running:

Statement of Reasons for running:

Questions of Interest to Students:

1.

2.

3.

4.

5.

STUDENT CHALLENGERS AND POLL WATCHERS

On election days there are generally opportunities for students to be present at the polling place for extended periods of time. A project of the PERMANENT VOTER REGISTRATION COMMITTEE might be to recruit classmates to be poll watchers or challengers.

Challengers are appointed by the Chairmen of the political parties of the county in which you live or, in local elections, the Challenger is appointed by the Municipal Chairman. An independent candidate may also have the right to have challengers present at each polling place. Thus the PERMANENT VOTER REGISTRATION COMMITTEE will have to contact the appropriate persons in time that they may approve a student for the position. Each polling place is entitled to two challengers from each party or independent candidate. The party must file their applications for challengers no later than the second Tuesday preceding the election so arrangements must be made at a relatively early date.

An ideal-typical challenger will follow this schedule:

SAMPLE ELECTION DAY FOR POLL WORKER

One-half hour before Polls open...

Identify yourself to the appropriate official as a member of the Party you are representing. Present your credentials. Be sure you are at the correct location. Check the arrangment of the poll and its equipment. Call any errors to the attention of the Manager. If there are voting machines, check and see that they are set at zero. If there is a ballot box, see that it is empty and locked before voting begins. Wear your identification at all times. Make sure you know the persons with whom you are working and know how to contact Party Headquarters quickly.

As the Polls open...

1. Observe the voter's face.
2. Insure that the voter is qualified to vote at that polling place by using your list of eligible voters.
3. See that voter goes directly to voting booth and enters alone. See that voter in booth speaks only to those authorized to speak to him.
4. See that voter does not take too much time--3 min. for machine and 5 min. for paper ballot. Do not make an issue over this unless something is obviously wrong.
5. After voter votes, he must leave and not re-enter polling place until after the polls close. Watch this because it is commonly vilated.
6. On machines check from time to time to see that number of votes cast equals the names on the poll list.

As the Polls close...

7. See that all those in or at polling place before closing time are permitted to vote.

8. Observe the ballot counting process challenging according to your previous instructions.

9. Contact your Party Headquarters before going home. They will want to know the results.

HOW TO WORK WITH THE BOARD OF ELECTIONS

To run an effective Voter Registration Campaign in New Jersey you must get the cooperation of the County Board of Elections. There are four appointed members of the Board. Two Democrats and two Republicans. In some counties, the Election Boards are open to requests for cooperation in registration plans which incorporate on-site registration, other counties will need some ground work. Each county will be different. The discretionary powers of the Boards are great and there is little cooperation or general policy setting among them - except for a bi-annual meeting of the County Board of Elections Association.

Remember in general these people are not usually used to dealing with schools or young people. They deal primarily with the political parties and the League of Women Voters. The school should use its position as a fellow agent of the government to elicit cooperation. The principal of the school should be approached as a person who will break the ice for you. Several telephone calls by respected persons in the community might also help. Problems may develop if you rely on only one or two persons especially if they are connected with a political party.

Be polite. Don't get upset by Bureaucracies. Start early to get your school designated as a sited Voter Registration. You must request it a minimum of 13 days before you want it.

An area in which most Election Boards are more cooperative is that of getting voting machines for demonstration purposes. Counties like Burlington County some times after an entire program in registration and voting requirements. Usually you must write a formal letter of request for any help you want. This should be followed up by a telephone call.

All this may seem rather time consuming. It may or may not be. Talk to your Board about any ideas you have for making things more efficient. Until there are changes in the organization and administration of our electoral system, this is what you must work with.

REGISTRATION

Who May Register

You must be:

1) a United States citizen residing at the time you apply in the district in which you expect to vote;
2) 18 years old or more at the time of the next Election;
3) a resident in New Jersey for 6 months and in your county 40 days by Election Day;
4) neither an idiot nor insane nor disqualified as a criminal.

Attendance at a college, confinement to a hospital, institution or jail, or assignment to a military post do not in themselves establish residence. The question of college residence is presently being contested in the courts and is subject to change.

How and Where

A. You must apply in person at the office of the County Board of Elections of your county or at the office of your Municipal Clerk, or call either office for information about specially designated places and hours for registration.

B. If you are chronically or incurably ill or totally incapacitated you may make written application to the County Board of Elections. Written application must be accompanied by a physician's affidavit. If unable to sign your name, you may make your mark.

When

You may register any time during office hours, but to be eligible to vote in a specific election you must register up to and including the fortieth day preceding that election.

When to Re-Register

Your registration remains in effect indefinitely unless you:

a) become disqualified (see Who May Register, above);
b) fail to vote at any election during four consecutive years;
c) change your residence;
d) change your name by marriage; divorce or court decree.

In cases b, c, d, you must re-register as above, with the following modifications:

1) if you move within the county you may send notice by mail or in person;
2) if you move within the county during the 39 days preceding the election you may vote in that election where you were formerly eligible to vote after signing an affidavit concerning your residence;
3) if you change your name within the 39 days preceding the election you may vote in that election by signing both your old and new names.

VOTING

Who May Vote

If you have complied with the registration requirements at the time of any election, you may vote. To be qualified to vote in a Primary Election, you must enroll as a Republican or Democrat at the polls on Primary election day. If you wish to change your party designation you must abstain from voting in 2 successive Primary elections.

When and Where

The polling place in your election district and the hours when the polls will be open are shown in the sample ballot which is sent to each registered voter before the Primary and General Elections. You may also inquire at the office where you registered.

How

You must vote in person in your home district unless you meet the provisions of the Absentee Voting Law. You must sign the signature register except under certain conditions.

In the General Election you need not vote a straight party ticket, but may indicate your choice for a particular office from any party's candidates (a split ticket). You need not vote a complete slate. In any election you may "write in" your own choice for a particular office in the slot or space provided.

However, in the Primary Election you may vote only for your party's candidates, but need not complete the slate.

PRIMARY ELECTION

The date of the Primary Election in New Jersey is at the discretion of the State Legislature. In the Primary, members of a political party nominate candidates of that party for the General Election and elect party county committeemen and committee women from each election district. In the years when a President of the U. S. is to be elected, the Primary Election will be held on the first TUESDAY in June to also elect delegates and alternates to the National Conventions of the political parties.

GENERAL ELECTION

The first TUESDAY after the first Monday in NOVEMBER is General Election Day.

HOW TO DEVELOP A VOTER REGISTRATION CAMPAIGN CALENDAR

1. FILL IN THE KEY LEGALLY FIXED DATES. Using a calendar fill in those dates which are fixed by statute and thereby represent a legal deadline for party activities. These dates include:

   __ Candidate filing dates
   __ The registration dates for the primary and general elections, if applicable
   ___ Special ballot request and return deadlines,
   ___ Primary and general election dates.

   These dates should be noted on the calendar in an especially outstanding manner, for example, circled or written in brightly colored ink.

2. FILL IN THE DATES RELATING TO THE ACTION PLAN. After the critical legally fixed dates are on the calendar, you should begin filling in the dates that relate to the ActionPlan as follows:

   __ The date of an organization meeting to explain PERMANENT VOTER REGISTRATION COMMITTEE.
   __ The date for appointment of a candidate recruitment committee.
   __ The date for completing organizational manpower recruitment.
   __ The date for completing the appointment of "community contacts."
   __ The date for appointment of the volunteers chairman.
   __ The date for disseminating information and vote goals.
   __ Key dates for the voter identification drive.
   __ Key dates for the selective registration drive.
   __ Key dates for the special ballot drive.
   __ Key dates for recruiting and training voter turn-out personnel.
   __ Key date for the ballot security program.
   __ Official date for opening of campaign headquarters.
   __ The date for approval of the annual budget.
   __ Key dates for the fund-raising program.

3. DISSEMINATE THE CALENDAR TO YOUR ORGANIZATION. At the time that the members of your organization are exposed to the Voter Program, they should be given a copy of the yearly calendar. The calendar should be discussed in detail to assure everyone's understanding and acceptance of the schedule.

4. DEVELOP A METHOD FOR INSURING THE CALENDAR IS FOLLOWED. You should continuously review the calendar for revisions or additions. When a revision or an addition becomes necessary, see that each of your organization members receives a revised calendar immediately. Equally important is developing a system for following your key organization members to insure that they are meeting their responsibilities as spelled out on the calendar.

(APPENDIX A)

FOR THOSE GOING TO SCHOOL AWAY FROM HOME

Registered voters who expect to be out of the state on election day, November 7th, may apply for an absentee ballot and vote by mail. There are two categories of absentee ballots, one for civilians and another for military service. The requirements differ, so note them carefully.

A voter must apply for an absentee ballot not less than eight (8) days before the election, in person or by mail to the county clerk for primary and general elections; school district clerk for school elections. Ballot and instructions are mailed to the voter. Absentee ballots must reach the county election or school board office by the time the polls close on election day.

A registered voter may apply for a civilian absentee ballot if he is (1) to be out of the state on election day; (2) physically incapacitated (including blindness or pregnancy); (3) observing a religious holiday; or (4) a student away at school.

Note: New Jersey residents who expect to be away at college on November 7th and will be 18 years old on or before November 7th, MUST register before September 30th in order to vote, either in person or by absentee ballot.

A Military Service Ballot may be used if the voter is qualified to vote, whether registered or not, and is (1) a person in the Military Service or his spouse or dependent; (2) a patient in a Veteran's Hospital; or (3) a civilian attached to or serving with the armed forces out of the State or his spouse or dependent residing with or accompanying him.

A friend or relative may make application for the serviceman by applying to the clerk in the serviceman's home county. The deadline of eight (8) days for military service ballot applications may be waived. His serial number should be stated if applicable, home address, address to which the ballot should be sent, and the reason for the request.

No one receiving an Absentee Ballot shall be permitted to vote at his regular polling place.

(See Appendix D)

VOLUNTEER WORKERS

Home Room	Name	Address	Phone Number

(APPENDIX B)

ELLIGIBLE VOTERS RUNNING LIST

NAMES phabetical Order	H. R.	CONTACTED	REGISTERED	NOT REGISTERED	

ELECTION PROFILE

Office	Candidates	Address	Phone	Party Affiliation

VOLUNTEER APPLICATION FORM

Name _____

Address _____

Telephone (Home) _____
(Work) _____

I Can ... _____ Type
_____ Drive
_____ Telephone
_____ Call Door-to-Door
_____ Raise Funds
_____ Apply my special talent for _____

I Am Available On ... ___ Sunday from _____

___ Monday from _____

___ Tuesday from _____

___ Wednesday from _____

___ Thursday from _____

___ Friday from _____

___ Saturday from _____

Yes, I Can Work Election Day From _____

To be sent to all those indicating on the Survey Form an interest in helping.

ESTIMATED VOLUNTEER NEEDS

Job	Number Required	Date Required	Date Trained
School Registration			
Survey Team			
"Clean-Up" Squads			
Publicity Workers			
Researchers			
Community Voter Identification			
Class Workers			
Telephoners			
Community Relations			
Community Registration			
Telephoners			
Drivers			
Babysitters			
Community Voter Turn-Out			
Telephoners			
Drivers			
Babysitters			
Checkers			
Runners			
Ballot Security			
Poll Watchers			
Headquarters Staff			
Election Officials			

COMMUNITY VOTER IDENTIFICATION FORM

Name	Address	R	D	U	Elligible to Vote	Special Ballot	Volunteer	Comments

CONGRESSIONAL DISTRICT ANALYSIS

For The Research Committee

Secure the following:

1) Copies of state and local election laws
Source: Secretary of State, County Clerk or local Election Board

2) County maps showing latest precinct boundaries
Source: County Clerk, local Election Board or County Surveyor
Cost: Varies from locality to locality

3) By precinct,* 1970 registered voter totals and party registration totals, if possible; if not, use primary election returns. Source: County Clerk

4) By precinct,* election returns for the following races and years: Presidential, Senatorial, Congressional, Gubernatorial, plus one state-wide party line race** or county party line** for 1966, 1968, and 1970.

5) Congressional District Data Book -- U. S. Department of Commerce
Source: Superintendent of Documents (U.S.Government Printing Office)
Cost: $4.75 -- Usually available at local libraries

6) The U. S. Census of Population 1970 - - U. S. Department of Commerce
Source: Superintendent of Documents (U. S. Government Printing Office)
Cost: $1.50 -- Usually available at local libraries.

7) U. S. Census of Population and Housing --1970 Census tracts -- Order by metropolitan area, U. S. Department of Commerce
Source: Superintendent of Documents (U. S. Government Printing Office)
Cost: $.50

8) Congressional District Atlas -- U. S. Department of Census
Source: Superintendent of Documents (U. S. Government Printing Office)
Cost: $1.75

* Converted to 1972 precinct where changes have been made.

** An office for which voter usually votes his party preference.

(APPENDIX C)

9) Congressional Quarterly Census Analysis of Congressional Districts
Source: Available at local libraries

10) County and City Data Book
Source: Available at local libraries

Using these resources, you will be able to analyze the relative strengths and weaknesses of each ward and precinct. The demographic data on population density and age breakdown, ethnic and economic makeup will assist you in determining the areas where the most concentrated efforts are required. As a rule, registration and voting participation varies directly with income and education levels. The mobility rates should also be taken into account when choosing registration techniques and priorities.

With the political data that is available you can rank-order the precincts or voting districts according to:

a. Voting performance (high-yield, marginal or low yield for candidate or party) and
b. Voter turnout (percentage of registered voters casting ballots -- federal elections usually provide the surest gage).

The high-yield/low turnout and, secondly, the marginal/higher turnout areas offer the best opportunities for concentrating one's time, money and manpower.

Most politically-oriented registration programs are selective, emphasizing areas of anticipated candidate or party strength. Door-to-door canvassing allows for the most thorough and reliable system of selective registration. Saturation registration techniques are utilized in areas where there is a high concentration of new or unregistered voters, provided previous election or polling results are highly favorable.

NOTE: This outline was adopted from a resource paper by John Perkins of AFL-CIO COPE for a Youth Vote Conference co-sponsored by Frontlash and the A. Philip Randolph Institute.

SAMPLE COMMUNITY CANVASSING TIPS

* Introduce yourself and give the name of the Campaign you represent.

  "Hello, _____. I'm _____ and I'm working with the community voter registration drive. I came by to see whether you are registered to vote in the coming election. How many people in your house are 18 years old or over? Would you like to make an appointment for us to take you to register?" Etc.

* Make note of any services requested or questions asked which you can't answer.

* Ask each unregistered person to promise to register. Explain that registration is the only way they gain the right to vote in the upcoming elections. There won't be another chance after the deadline. (If you have a car, offer to drive them to the local registration site right then.)

* Be courteous and neat in appearance. Don't argue. Try to avoid lengthy discussions.

* Ring every doorbell and mark down all residents not at home or not on original walking list.

* Be on the lookout for residents who could help you in spreading the message on their block. Keep a list of the names of such people.

* Be sure to take enough literature to leave at every household. Bring change-of-address forms so that voters who have moved can be reinstated at their new address.

* Many people are ashamed to admit they don't vote and will insist that they are registered. If you know otherwise, don't act as if they are personally at fault. Simply explain that their name is not on the voting list and suggest that, to be certain, they go with you to the local registration location.

* Citizens in low-income neighborhoods are often suspicious of the paperwork involved in registration and have had nothing but unpleasant experiences with government agencies. Many will think you are a bill-collector. You must convince them that registration does not cost anything and can be done easily.

* The best time for canvassing is between 4:00 and 9:00 on weekdays, all day on Saturday or Sunday afternoon. Bad weather is an especially fine time to get a good reception. People will admire your commitment.

Voting District Chairmen

Voting District	Name	Address	Phone Number

EDUCATION ON THE ISSUES

Clever advertising campaigns or moralistic good citizenship appeals will not move the less politically motivated younger voters. They need to be shown through concrete examples how the political process affects their well-being and their future. And they must be brought face to face with the means to register.

Try to emphasize issues with a broad appeal to young people, not those which polarize young workers and students or reinforce stereotypes of "the youth cult." Most young people are concerned about the kind of community they live in and want to know that their views count. But unless they participate in elections the government is likely to treat them as nonentities.

Finally, it is essential that all voter education literature and media appeals contain not only exhortation, but also specific information on the date, time and place for registering to vote.

Sample Poster Slogans

YOU WON IT - NOW USE IT — REGISTER AND VOTE

VOTING IS BEAUTIFUL — " "

SPEAK FOR YOURSELF — " "

BEAUTIFY AMERICA — " "

SAVE OUR CITIES — " "

MAKE DEMOCRACY WORK — " "

THIS LAND IS YOUR LAND — IF YOU — REGISTER AND VOTE

VOTE, BABY, VOTE!

REGISTER AND VOTE - THE JOB YOU SAVE MAY BE YOUR OWN!

VOTE FOR A CHANGE

COMMUNITY ORGANIZATIONS

Community Groups

- League of Women Voters
- Urban League
- NAACP
- PTA
- Labor Unions

Church Groups

- All Denominations
- N. J. Council of Churches
- YMCA
- YWCA
- YMHA
- YWHA

- N. J. Taxpayers Assoc.
- N. J. Coalition for Reordering of priorities
- Chamber of Commerce
- A Philip Randolph Institute

Student Groups

- Rutgers Political Science Association
- United Puerto Rican Students
- N. J. Public Interest Research Group
- Academic Activists Caucas
- Student Action Committee
- New Jersey Student Union
- Association of Student Governments
- B'nai B'rith Young Adults
- Catholic Youth Organization
- NAACP Youth Council

Service & Fraternal Groups

- Rotary
- Kiwanis
- Lions
- Exchange
- Jaycees
- 20/30
- Optimists
- Women's Club
- Elks
- Moose
- Masons
- Eagles
- Knights of Columbus
- Native Sons
- S. A. S.
- D. A. R.
- AAUW
- Business Prof. Women's Club
- Workmen's Circle
- Woman's Auxiliary of Local Unions
- AAUP
- College & University Service & Government Organizations

Military & Veterans Groups

- American Legion
- Navy League
- Veterans of Foreign Wars
- Naval Reserve
- Amvets--Military Order of World Wars
- Army Reserve
- Marine Corps Reserve
- Coast Guard League
- Air Force Assn.
- Medical Vets
- Vietnam Vets Against The War

Special Groups

- All nationality and ethnic community organizations
- Senior Citizen's groups

COMMUNITY ORGANIZATIONS

Organization	No. Members	President	Phone No.	Special Contact	Phone No.

(Community Contacts)

LEAGUE OF WOMEN VOTERS - COUNTY OFFICIALS

ATLANTIC	Mrs. Stephen Girard 214 E. Surrey, Northfield	646-3967
PARAMUS	Mrs. Daniel Eckhardt 87 Legion Place, Paramus	652-3779
CAMDEN	Mabel Sutman 249 W. Summit, Haddonfield	428-0063
CAPE MAY	W. P. Buckwalter 128 E. Atlantic Blvd., Cape May	399-6438
CUMBERLAND	J. S. Richie Wide Sky Farm, R.D.3 Bridgeton	451-0424
ESSEX	Edward Haupt 332 Rutledge Avenue	673-8772
GLOUCESTER	Mrs. Donald Wheatcraft 305 N. Stockton, Wenonah	468-5694
HUNTERDON	D. J. Baughman R. D. 1, Flemington	782-0491
MERCER	Pat Bennett Hamilton High East, Hamilton Twp.	
MIDDLESEX	Betty Mason 6 Barrie Road, East Brunswick	257-7790
MONMOUTH	Mrs. Saul Hershenov 17 Beechwood Place, Fair Haven	842-2886
MORRIS	Judy Geller 3 Gillespie Lane, Morris Twp.	539-4567
SALEM		
PASSAIC	Mrs. Gerald Berman 102 Palmer Street, Passaic	779-7673
OCEAN	Eleanor Schuld 728 Dunedin, Toms River	244-6850
SOMERSET	Morton Schwarcz 70 Vail Lane, Watchung 07060	755-8241

SUSSEX	Ernest Grahmann 65 Glenside Trail, Sparta 07871	729-6276
UNION	R. W. Schuhmacher 358 Huntington Road, Union	687-3019
WARREN	Arthur Wald 103 Charter Terrace, Hackettstown 07840	852-5870

LOCAL LEAGUES OF WOMEN VOTERS

The LWV is a nonpartisan national, state and local organization whose membership is open to any person who subscribes to the purpose and policy of the League. Voting members are women citizens of voting age. Associate members include men, persons under voting age, and women who are not citizens.

Grouped by counties, the 92 local Leagues in New Jersey are listed below. To contact them, write or phone the League of Women Voters of N. J., 460 Bloomfield Avenue, Montclair, N. J. 07042 - telephone (201) 746-1465.

ATLANTIC
- Atlantic County

BERGEN
- Bergenfield
- Englewood
- Fair Lawn
- Glen Rock
- Leonia
- Northern Valley
- Paramus
- Pascack Valley
- Ramapo Area
- Ramsey
- Ridgewood
- River Edge-Oradell
- Teaneck
- Tenafly

BURLINGTON
- Medford-Medford Lakes
- Moorestown
- Willingboro

CAMDEN
- Camden County

CAPE MAY
- Ocean City

CUMBERLAND
- Cumberland Co.

ESSEX
- Bloomfield
- East Orange
- Livingston
- Maplewood
- Millburn

ESSEX (Cont'd)
- Montclair-Glen Ridge
- Newark
- Nutley
- Orange
- South Orange
- Verona
- West Essex
- West Orange

GLOUCESTER
- Woodbury

HUDSON
- Jersey City

HUNTERDON
- Hunterdon County

MERCER
- Ewing Twp.
- Hamilton Twp.
- Hopewell Valley
- Lawrence Twp.
- Princeton Comm.
- Trenton

MIDDLESEX
- East Brunswick
- Edison Twp.
- Highland Park
- Madison Twp.
- Metuchen
- Middlesex
- New Brunswick Area
- Perth Amboy
- Piscataway Twp.
- Woodbridge Twp.

MONMOUTH
- Holmdel
- Matawan
- Middletown Twp.
- Red Bank Area

MORRIS
- Boonton-Montville
- Chatham
- Chatham Twp.
- Chesters-Mendman
- Denville
- Florham Park
- Kinnelson
- Madison
- Morristown
- Mt. Lakes
- Par-Troy Hills
- Pequannock Twp.
- Randolph Twp.
- Rockaway Twp.

OCEAN
- Brick Twp.

PASSAIC
- Clifton
- Passaic
- Paterson
- Wayne Twp.

SOMERSET
- Bernards Twp.
- Bridgewater "
- Franklin Twp.
- N. Plainfield
- Watchung-Warren

SUSSEX
- Sparta

UNION
- Berkeley Hts.
- Cranford
- Linden
- New Providence
- Plainfield
- Roselle
- Springfield
- Summit
- Union
- Westfield

VOTING INFORMATION

REGISTRATION

Registration is required in order to vote in New Jersey.

TO REGISTER a prospective voter must be a citizen who, at the time he applies, resides in the district in which he expects to vote, who will, at the time of the next ensuing election, be 18 years old or more, have resided in New Jersey for 6 months and the county for 40 days, and who is not an idiot nor insane, nor disqualified as a criminal. (Attendance at a college, confinement to a hospital, institution or jail, or military assignment do not in themselves establish residence.)

HOW--- In person, at County Board of Elections or municipal clerk's office, , by signing a registration form or making a mark. If physically incapacitated, write County Board, enclosing doctor's affidavit. Naturalized citizens must present their naturalization papers when they register.

WHEN--- Any time of the year during office hours; however, in order to vote in a specific election, he must be registered at least 40 days prior to that election.

REGISTRATION is permanent---but a voter must RE-REGISTER if he:

---failed to vote at any election during 4 consecutive years.
---moved to another county.
---changed name by marriage, divorce, court decree. (If in 39-day period before an election may vote in that election by signing both names.)
---was disqualified as a criminal.

MOVING WITHIN COUNTY---Notify municipal clerk or County Board of elections on form provided. (If in 39-day period before an election may vote in former election district in that election by signing an affidavit concerning residence.)

PHONE NUMBERS that can be called for information on Voter Registration-

FRONTLASH NEW JERSEY VOTER REGISTRATION - (201) 249-7866
(201) 247-1183

MULTI-DISTRICT INSTITUTE FOR POLITICAL EDUCATION - (609) 589-3410
(609) 386-0616
(609) 871-1892

PHONE NUMBERS OF COUNTY COURT HOUSES

FOR VOTER REGISTRATION INFORMATION

ATLANTIC	609-625-6231
Atlantic City Office	345-3204
BURLINGTON	609-267-3300
CAMDEN	609-964-6868
CAPE MAY	609-465-7111
CUMBERLAND	609-451-8000
ESSEX	201-961-7000
GLOUCESTER	609-845-1600
HUDSON	201-792-3737
HUNTERDON	201-782-2632
MERCER	609-989-8000
MIDDLESEX	201-442-0510 201-283-1060
MONMOUTH	201-431-4000
MORRIS	201-285-6385
OCEAN	201-244-2121
PASSAIC	201-525-5000
SALEM	609-935-5151
SOMERSET	201-725-4700
SUSSEX	201-383-2420
UNION	201-353-5000
WARREN	201-475-5361